

# Keyboard shortcuts for Microsoft Word 2016 for Windows

This article shows all keyboard shortcuts for Microsoft Word 2016.

## Notes:

- If a shortcut requires two or more keys at the same time, the keys are separated by a plus sign (+). If you have to press one key immediately after another, the keys are separated by a comma (,).
- The shortcuts in this article refer to the U.S. keyboard layout. Keys for other layouts might not correspond exactly to the keys on a U.S. keyboard.

## Frequently used shortcuts

This table shows the most frequently used shortcuts in Microsoft Word.

To do this	Press
Go to "Tell me what you want to do"	Alt+Q
Open	Ctrl+O
Save	Ctrl+S
Close	Ctrl+W
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select all	Ctrl+A
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Decrease font size 1 point	Ctrl+[
Increase font size 1 point	Ctrl+]
Center text	Ctrl+E
Left align text	Ctrl+L
Right align text	Ctrl+R
Cancel	Esc
Undo	Ctrl+Z
Re-do	Ctrl+Y
Zoom	Alt+W, Q, then tab in Zoom dialog box to the value you want.

## Navigate the ribbon with only the keyboard

The ribbon is the strip at the top of Word, organized by tabs. Each tab displays a different ribbon.

Ribbons are made up of groups, and each group includes one or more commands. Every command in Word can be accessed by using shortcut.

*Note:* Add-ins and other programs may add new tabs to the ribbon and may provide access keys for those tabs.

## Access Keys for ribbon tabs

There are two ways to navigate the tabs in the ribbon:

- To go to the ribbon, press Alt, and then, to move between tabs, use the Right Arrow and Left Arrow keys.
- To go directly to a specific tab on the ribbon, use one of the following access keys:

To do this	Press
To use Backstage view, open the File page.	Alt+F
To use themes, colors, and effects, such as page borders, open the Design tab.	Alt+G
To use common formatting commands, paragraph styles, or to use the Find tool. open Home tab.	Alt+H
To manage Mail Merge tasks, or to work with envelopes and labels, open Mailings tab .	Alt+M
To insert tables, pictures and shapes, headers, or text boxes, open Insert tab.	Alt+N
To work with page margins, page orientation, indentation, and spacing, open Layout tab.	Alt+P
To type a search term for Help content, open "Tell me" box on ribbon.	Alt+Q, then enter the search term
To use Spell Check, set proofing languages, or to track and review changes to your document, open the Review tab.	Alt+R
To add a table of contents, footnotes, or a table of citations, open the References tab.	Alt+S
To choose a document view or mode, such as Read Mode or Outline view, open the View tab. You can also set Zoom magnification and manage multiple windows of documents.	Alt+W

## Use commands on a ribbon with the keyboard

- To move to the list of ribbon tabs, press Alt; to go directly to a tab, press a keyboard shortcut.
- To move into the ribbon, press the Down Arrow key. (JAWS refers to this action as a move to the lower ribbon.)
- To move between commands, press the Tab key or Shift+Tab.
- To move in the group that's currently selected, press the Down Arrow key.
- To move between groups on a ribbon, press Ctrl+Right Arrow or Ctrl+Left Arrow.

Controls on the ribbon are activated in different ways, depending upon the type of control:

- If the selected command is a button, to activate it, press Spacebar or Enter.
- If the selected command is a split button (that is, a button that opens a menu of additional options), to activate it, press Alt+Down Arrow. Tab through the options. To select the current option, press Spacebar or Enter.
- If the selected command is a list (such as the Font list), to open the list, press the Down Arrow key. Then, to move between items, use the Up Arrow or Down Arrow key.
- If the selected command is a gallery, to select the command, press Spacebar or Enter. Then, tab through the items.

*Tip:* In galleries with more than one row of items, the Tab key moves from the beginning to the end of the current row and, when it reaches the end of the row, it moves to the beginning of the next one. Pressing the Right Arrow key at the end of the current row moves back to the beginning of the current row.

### Use access keys when you can see the KeyTips

To use access keys:

1. Press Alt.
2. Press the letter shown in the square KeyTip that appears over the ribbon command that you want to use.

Depending on which letter you press, you may be shown additional KeyTips, which are small images of a letter next to a command button on the tab that you picked. For example, if you press Alt+F, the Office Backstage opens on the Info page which has a different set of KeyTips. If you then press Alt again, KeyTips for navigating on this page appear.

### Change the keyboard focus by using the keyboard without using the mouse

The following table lists some ways to move the keyboard focus when using only the keyboard.

To do this	Press
Select the active tab of the ribbon and activate the access keys.	Alt or F10. Use access keys or arrow keys to move to a different tab.
Move the focus to commands on the ribbon.	Tab or Shift+Tab
Move the focus to each command on the ribbon, forward or backward, respectively.	Tab or Shift+Tab
Move down, up, left, or right, respectively, among the items on the ribbon.	Down Arrow, Up Arrow, Left Arrow, or Right Arrow
Expand or collapse the ribbon.	Ctrl+F1
Display the shortcut menu for a selected item.	Shift+F10
Move the focus to a different pane of the window, such as the Format Picture pane, the Grammar pane, or the Selection pane .	F6
Activate a selected command or control on the ribbon.	Spacebar or Enter
Open a selected menu or gallery on the ribbon.	Spacebar or Enter

Finish modifying a value in a control on the ribbon, and move focus back to the document.	Enter
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## Keyboard shortcut reference for Microsoft Word

### Create and edit documents

#### Create, view, and save documents

To do this	Press
Create a new document.	Ctrl+N
Open a document.	Ctrl+O
Close a document.	Ctrl+W
Split the document window.	Alt+Ctrl+S
Remove the document window split.	Alt+Shift+C or Alt+Ctrl+S
Save a document.	Ctrl+S

#### Work with web content and hyperlinks

To do this	Press
Insert a hyperlink.	Ctrl+K
Go back one page.	Alt+Left Arrow
Go forward one page.	Alt+Right Arrow
Refresh.	F9

#### Print and preview documents

To do this	Press
Print a document.	Ctrl+P
Switch to print preview.	Alt+Ctrl+I
Move around the preview page when zoomed in.	Arrow keys
Move by one preview page when zoomed out.	Page Up or Page Down
Move to the first preview page when zoomed out.	Ctrl+Home
Move to the last preview page when zoomed out.	Ctrl+End

#### Check spelling and review changes in a document

To do this	Press
Insert a comment (in the Revision task pane).	Alt+R, C
Turn change tracking on or off.	Ctrl+Shift+E
Close the Reviewing Pane if it is open.	Alt+Shift+C
Select Review tab on ribbon.	Alt+R, then Down Arrow to move to commands on this tab.
Select Spelling & Grammar	Alt+R, S

#### Find, replace, and go to specific items in the document

To do this	Press
Open the search box in the Navigation task pane.	Ctrl+F
Replace text, specific formatting, and special items.	Ctrl+H

Go to a page, bookmark, footnote, table, comment, graphic, or other location.	Ctrl+G
Switch between the last four places that you have edited.	Alt+Ctrl+Z

Move around in a document using the keyboard

To move	Press
One character to the left	Left Arrow
One character to the right	Right Arrow
One word to the left	Ctrl+Left Arrow
One word to the right	Ctrl+Right Arrow
One paragraph up	Ctrl+Up Arrow
One paragraph down	Ctrl+Down Arrow
One cell to the left (in a table)	Shift+Tab
One cell to the right (in a table)	Tab
Up one line	Up Arrow
Down one line	Down Arrow
To the end of a line	End
To the beginning of a line	Home
To the top of the window	Alt+Ctrl+Page Up
To the end of the window	Alt+Ctrl+Page Down
Up one screen (scrolling)	Page Up
Down one screen (scrolling)	Page Down
To the top of the next page	Ctrl+Page Down
To the top of the previous page	Ctrl+Page Up
To the end of a document	Ctrl+End
To the beginning of a document	Ctrl+Home
To a previous revision	Shift+F5
After opening a document, to the location you were working in when the document was last closed	Shift+F5

Insert or mark Table of Contents, footnotes, and citations

To do this	Press
Mark a table of contents entry.	Alt+Shift+O
Mark a table of authorities entry (citation).	Alt+Shift+I
Mark an index entry.	Alt+Shift+X
Insert a footnote.	Alt+Ctrl+F
Insert an endnote.	Alt+Ctrl+D
Go to next footnote (in Word 2016).	Alt+Shift+>
Go to previous footnote (in Word 2016).	Alt+Shift+<
Go to "Tell me what you want to do" and Smart Lookup (in Word 2016).	Alt+Q

## Work with documents in different views

Word offers several different views of a document. Each view makes it easier to do certain tasks. For example, Read Mode enables you to present two pages of the document side by side, and to use an arrow navigation to move to the next page.

### Switch to another view of the document

To do this	Press
Switch to Read Mode view	Alt+W, F
Switch to Print Layout view.	Alt+Ctrl+P
Switch to Outline view.	Alt+Ctrl+O
Switch to Draft view.	Alt+Ctrl+N

### Work with headings in Outline view

These shortcuts only apply if a document is in Outline view.

To do this	Press
Promote a paragraph.	Alt+Shift+Left Arrow
Demote a paragraph.	Alt+Shift+Right Arrow
Demote to body text.	Ctrl+Shift+N
Move selected paragraphs up.	Alt+Shift+Up Arrow
Move selected paragraphs down.	Alt+Shift+Down Arrow
Expand text under a heading.	Alt+Shift+Plus Sign
Collapse text under a heading.	Alt+Shift+Minus Sign
Expand or collapse all text or headings.	Alt+Shift+A
Hide or display character formatting.	The slash (/) key on the numeric keypad
Show the first line of text or all text.	Alt+Shift+L
Show all headings with the Heading 1 style.	Alt+Shift+1
Show all headings up to Heading n.	Alt+Shift+n
Insert a tab character.	Ctrl+Tab

### Navigate in Read Mode view

To do this	Press
Go to beginning of document.	Home
Go to end of document.	End
Go to page n.	n (n is the page number you want to go to), Enter
Exit Read mode.	Esc

## Edit and move text and graphics

### Select text and graphics

- Select text by holding down Shift and using the arrow keys to move the cursor

### Extend a selection

To do this	Press
Turn extend mode on.	F8
Select the nearest character.	F8, and then press Left Arrow or Right Arrow
Increase the size of a selection.	F8 (press once to select a word, twice to select a sentence, and so on)

Reduce the size of a selection.	Shift+F8
Turn extend mode off.	Esc
Extend a selection one character to the right.	Shift+Right Arrow
Extend a selection one character to the left.	Shift+Left Arrow
Extend a selection to the end of a word.	Ctrl+Shift+Right Arrow
Extend a selection to the beginning of a word.	Ctrl+Shift+Left Arrow
Extend a selection to the end of a line.	Shift+End
Extend a selection to the beginning of a line.	Shift+Home
Extend a selection one line down.	Shift+Down Arrow
Extend a selection one line up.	Shift+Up Arrow
Extend a selection to the end of a paragraph.	Ctrl+Shift+Down Arrow
Extend a selection to the beginning of a paragraph.	Ctrl+Shift+Up Arrow
Extend a selection one screen down.	Shift+Page Down
Extend a selection one screen up.	Shift+Page Up
Extend a selection to the beginning of a document.	Ctrl+Shift+Home
Extend a selection to the end of a document.	Ctrl+Shift+End
Extend a selection to the end of a window.	Alt+Ctrl+Shift+Page Down
Extend a selection to include the entire document.	Ctrl+A
Select a vertical block of text.	Ctrl+Shift+F8, and then use the arrow keys; press Esc to cancel selection mode
Extend a selection to a specific location in a document.	F8+arrow keys; press Esc to cancel selection mode

### Delete text and graphics

To do this	Press
Delete one character to the left.	Backspace
Delete one word to the left.	Ctrl+Backspace
Delete one character to the right.	Delete
Delete one word to the right.	Ctrl+Delete
Cut selected text to the Office Clipboard.	Ctrl+X
Undo the last action.	Ctrl+Z
Cut to the Spike. (Spike is a feature that allows you to collect groups of text from different locations and paste them in another location).	Ctrl+F3

### Copy and move text and graphics

To do this	Press
Open the Office Clipboard	Press Alt+H to move to the Home tab, and then press F,O.
Copy selected text or graphics to the Office Clipboard.	Ctrl+C
Cut selected text or graphics to the Office Clipboard.	Ctrl+X

Paste the most recent addition or pasted item from the Office Clipboard.	Ctrl+V
Move text or graphics once.	F2 (then move the cursor and press Enter)
Copy text or graphics once.	Shift+F2 (then move the cursor and press Enter)
When text or an object is selected, open the Create New Building Block dialog box.	Alt+F3
When the building block — for example, a SmartArt graphic — is selected, display the shortcut menu that is associated with it.	Shift+F10
Cut to the Spike.	Ctrl+F3
Paste the Spike contents.	Ctrl+Shift+F3
Copy the header or footer used in the previous section of the document.	Alt+Shift+R

## Edit and navigate tables

### Select text and graphics in a table

To do this	Press
Select the next cell's contents.	Tab
Select the preceding cell's contents.	Shift+Tab
Extend a selection to adjacent cells.	Hold down Shift and press an arrow key repeatedly
Select a column.	Use the arrow keys to move to the column's top or bottom cell, and then do one of the following:
Press Shift+Alt+Page Down to select the column from top to bottom.	Press Shift+Alt+Page Up to select the column from bottom to top.
Select an entire row	Use arrow keys to move to end of the row, either the first cell (leftmost) in the row or to the last cell (rightmost) in the row.
From the first cell in the row, press Shift+Alt+End to select the row from left to right.	From the last cell in the row, press Shift+Alt+Home to select the row from right to left.
Extend a selection (or block).	Ctrl+Shift+F8, and then use the arrow keys; press Esc to cancel selection mode
Select an entire table.	Alt+5 on the numeric keypad (with Num Lock off)

### Move around in a table

To move	Press
To the next cell in a row	Tab
To the previous cell in a row	Shift+Tab
To the first cell in a row	Alt+Home
To the last cell in a row	Alt+End
To the first cell in a column	Alt+Page Up
To the last cell in a column	Alt+Page Down
To the previous row	Up Arrow
To the next row	Down Arrow
Row up	Alt+Shift+Up Arrow
Row down	Alt+Shift+Down Arrow

Insert paragraphs and tab characters in a table

To insert	Press
New paragraphs in a cell	Enter
Tab characters in a cell	Ctrl+Tab

Format characters and paragraphs

Format characters

To do this	Press
Open the Font dialog box to change the formatting of characters.	Ctrl+D
Change the case of letters.	Shift+F3
Format all letters as capitals.	Ctrl+Shift+A
Apply bold formatting.	Ctrl+B
Apply an underline.	Ctrl+U
Underline words but not spaces.	Ctrl+Shift+W
Double-underline text.	Ctrl+Shift+D
Apply hidden text formatting.	Ctrl+Shift+H
Apply italic formatting.	Ctrl+I
Format letters as small capitals.	Ctrl+Shift+K
Apply subscript formatting (automatic spacing).	Ctrl+Equal Sign
Apply superscript formatting (automatic spacing).	Ctrl+Shift+Plus Sign
Remove manual character formatting.	Ctrl+Spacebar
Change the selection to the Symbol font.	Ctrl+Shift+Q

Change or re-size the font

To do this	Press
Open the Font dialog box to change the font.	Ctrl+Shift+F
Increase the font size.	Ctrl+Shift+>
Decrease the font size.	Ctrl+Shift+<
Increase the font size by 1 point.	Ctrl+] ]
Decrease the font size by 1 point.	Ctrl+[ [

Copy formatting

To do this	Press
Copy formatting from text.	Ctrl+Shift+C
Apply copied formatting to text.	Ctrl+Shift+V

Change paragraph alignment

To do this	Press
Switch a paragraph between centered and left-aligned.	Ctrl+E
Switch a paragraph between justified and left-aligned.	Ctrl+J
Switch a paragraph between right-aligned and left-aligned.	Ctrl+R
Left align a paragraph.	Ctrl+L
Indent a paragraph from the left.	Ctrl+M

Remove a paragraph indent from the left.	Ctrl+Shift+M
Create a hanging indent.	Ctrl+T
Reduce a hanging indent.	Ctrl+Shift+T
Remove paragraph formatting.	Ctrl+Q

### Copy and review text formats

To do this	Press
Display nonprinting characters.	Ctrl+Shift+* (asterisk on numeric keypad does not work)
Review text formatting.	Shift+F1 (then click the text with the formatting you want to review)
Copy formats.	Ctrl+Shift+C
Paste formats.	Ctrl+Shift+V

### Set line spacing

To do this	Press
Single-space lines.	Ctrl+1
Double-space lines.	Ctrl+2
Set 1.5-line spacing.	Ctrl+5
Add or remove one line space preceding a paragraph.	Ctrl+0 (zero)

### Apply Styles to paragraphs

To do this	Press
Open Apply Styles task pane.	Ctrl+Shift+S
Open Styles task pane.	Alt+Ctrl+Shift+S
Start AutoFormat.	Alt+Ctrl+K
Apply the Normal style.	Ctrl+Shift+N
Apply the Heading 1 style.	Alt+Ctrl+1
Apply the Heading 2 style.	Alt+Ctrl+2
Apply the Heading 3 style.	Alt+Ctrl+3

### To close the Styles task pane

1. If the Styles task pane is not selected, press F6 to select it.
2. Press Ctrl+Spacebar.
3. Use the arrow keys to select Close, and then press Enter.

### Insert special characters

To insert this	Press
A field	Ctrl+F9
A line break	Shift+Enter
A page break	Ctrl+Enter
A column break	Ctrl+Shift+Enter
An em dash	Alt+Ctrl+Minus Sign (on the numeric keypad)
An en dash	Ctrl+Minus Sign (on the numeric keypad)
An optional hyphen	Ctrl+Hyphen
A nonbreaking hyphen	Ctrl+Shift+Hyphen

A nonbreaking space	Ctrl+Shift+Spacebar
The copyright symbol	Alt+Ctrl+C
The registered trademark symbol	Alt+Ctrl+R
The trademark symbol	Alt+Ctrl+T
An ellipsis	Alt+Ctrl+Period
A single opening quotation mark	Ctrl+` (single quotation mark), ` (single quotation mark)
A single closing quotation mark	Ctrl+' (single quotation mark), ' (single quotation mark)
Double opening quotation marks	Ctrl+` (single quotation mark), Shift+' (single quotation mark)
Double closing quotation marks	Ctrl+' (single quotation mark), Shift+' (single quotation mark)
An AutoText entry	Enter (after you type the first few characters of the AutoText entry name and when the ScreenTip appears)

### Insert characters by using character codes

To do this	Press
Insert the Unicode character for the specified Unicode (hexadecimal) character code. For example, to insert the euro currency symbol (€), type 20AC, and then hold down Alt and press X.	The character code, Alt+X
Find out the Unicode character code for the selected character	Alt+X
Insert the ANSI character for the specified ANSI (decimal) character code. For example, to insert the euro currency symbol, hold down Alt and press 0128 on the numeric keypad.	Alt+the character code (on the numeric keypad)

### Insert and edit objects

#### Insert an object

1. Press Alt, N, J, and then J to open the Object dialog box.
2. Do one of the following.
  - o Press Down Arrow to select an object type, and then press Enter to create an object.
  - o Press Ctrl+Tab to switch to the Create from File tab, press Tab, and then type the file name of the object that you want to insert or browse to the file.

#### Edit an object

1. With the cursor positioned to the left of the object in your document, select the object by pressing Shift+Right Arrow.
2. Press Shift+F10.
3. Press the Tab key to get to Object name, press Enter, and then press Enter again.

## Insert SmartArt graphics

1. Press and release Alt, N, and then M to select SmartArt.
2. Press the arrow keys to select the type of graphic that you want.
3. Press Tab, and then press the arrow keys to select the graphic that you want to insert.
4. Press Enter.

## Insert WordArt

1. Press and release Alt, N, and then W to select WordArt.
2. Press the arrow keys to select the WordArt style that you want, and then press Enter.
3. Type the text that you want.
4. Press Esc to select the WordArt object, and then use the arrow keys to move the object.
5. Press Esc again to return to return to the document.

## Mail merge and fields

*Note:* You must press Alt+M, or click Mailings, to use these keyboard shortcuts.

### Perform a mail merge

To do this	Press
Preview a mail merge.	Alt+Shift+K
Merge a document.	Alt+Shift+N
Print the merged document.	Alt+Shift+M
Edit a mail-merge data document.	Alt+Shift+E
Insert a merge field.	Alt+Shift+F

### Work with fields

To do this	Press
Insert a DATE field.	Alt+Shift+D
Insert a LISTNUM field.	Alt+Ctrl+L
Insert a Page field.	Alt+Shift+P
Insert a TIME field.	Alt+Shift+T
Insert an empty field.	Ctrl+F9
Update linked information in a Microsoft Word source document.	Ctrl+Shift+F7
Update selected fields.	F9
Unlink a field.	Ctrl+Shift+F9
Switch between a selected field code and its result.	Shift+F9
Switch between all field codes and their results.	Alt+F9
Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.	Alt+Shift+F9
Go to the next field.	F11
Go to the previous field.	Shift+F11

Lock a field.	Ctrl+F11
Unlock a field.	Ctrl+Shift+F11

## Language Bar

### Set proofing language

Every document has a default language, typically the same default language as your computer's operating system. But if your document also contains words or phrases in a different language, it's a good idea to set the proofing language for those words. This not only makes it possible to check spelling and grammar for those phrases, it makes it possible for assistive technologies like screen readers to handle them.

To do this	Press
Open the Set Proofing Language dialog box	Alt+R, U, L
Review list of proofing languages	Down Arrow
Set default languages	Alt+R, L

### Turn on East Asian Input Method Editors

To do this	Press
Turn Japanese Input Method Editor (IME) on 101 keyboard on or off.	Alt+~
Turn Korean Input Method Editor (IME) on 101 keyboard on or off.	Right Alt
Turn Chinese Input Method Editor (IME) on 101 keyboard on or off.	Ctrl+Spacebar

## Function key reference

### Function keys

To do this	Press
Get Help or visit Office.com.	F1
Move text or graphics.	F2
Repeat the last action.	F4
Choose the Go To command (Home tab).	F5
Go to the next pane or frame.	F6
Choose the Spelling command (Review tab).	F7
Extend a selection.	F8
Update the selected fields.	F9
Show KeyTips.	F10
Go to the next field.	F11
Choose the Save As command.	F12

### Shift+Function keys

To do this	Press
Start context-sensitive Help or reveal formatting.	Shift+F1
Copy text.	Shift+F2
Change the case of letters.	Shift+F3

Repeat a Find or Go To action.	Shift+F4
Move to the last change.	Shift+F5
Go to the previous pane or frame (after pressing F6).	Shift+F6
Choose the Thesaurus command (Review tab, Proofing group).	Shift+F7
Reduce the size of a selection.	Shift+F8
Switch between a field code and its result.	Shift+F9
Display a shortcut menu.	Shift+F10
Go to the previous field.	Shift+F11
Choose the Save command.	Shift+F12

### Ctrl+Function keys

To do this	Press
Expand or collapse the ribbon.	Ctrl+F1
Choose the Print Preview command.	Ctrl+F2
Cut to the Spike.	Ctrl+F3
Close the window.	Ctrl+F4
Go to the next window.	Ctrl+F6
Insert an empty field.	Ctrl+F9
Maximize the document window.	Ctrl+F10
Lock a field.	Ctrl+F11
Choose the Open command.	Ctrl+F12

### Ctrl+Shift+Function keys

To do this	Press
Insert the contents of the Spike.	Ctrl+Shift+F3
Edit a bookmark.	Ctrl+Shift+F5
Go to the previous window.	Ctrl+Shift+F6
Update linked information in a Word source document.	Ctrl+Shift+F7
Extend a selection or block.	Ctrl+Shift+F8, and then press an arrow key
Unlink a field.	Ctrl+Shift+F9
Unlock a field.	Ctrl+Shift+F11
Choose the Print command.	Ctrl+Shift+F12

### Alt+Function keys

To do this	Press
Go to the next field.	Alt+F1
Create a new Building Block.	Alt+F3
Exit Word.	Alt+F4
Restore the program window size.	Alt+F5
Move from an open dialog box back to the document, for dialog boxes that support this behavior.	Alt+F6
Find the next misspelling or grammatical error.	Alt+F7
Run a macro.	Alt+F8

Switch between all field codes and their results.	Alt+F9
Display the Selection task pane.	Alt+F10
Display Microsoft Visual Basic code.	Alt+F11

### Alt+Shift+Function keys

To do this	Press
Go to the previous field.	Alt+Shift+F1
Choose the Save command.	Alt+Shift+F2
Run GOTOBUTTON or MACROBUTTON from the field that displays the field results.	Alt+Shift+F9
Display a menu or message for an available action.	Alt+Shift+F10
Choose Table of Contents button in the Table of Contents container when the container is active.	Alt+Shift+F12

### Ctrl+Alt+Function keys

To do this	Press
Display Microsoft System Information.	Ctrl+Alt+F1
Choose the Open command.	Ctrl+Alt+F2